

Instructions for Completing “Local Drug Free Communities Fund Information” Document

This document must be completed ***after*** the Local Coordinating Council has met and determined the local grants to be funded based on the approved Comprehensive Community Plan, but ***prior*** to awarding the grants.

Substance Abuse Services Division staff will review the LCC approved grants contained in this document to ensure they comply with IC 5-2-11 and the approved Comprehensive Community Plan.

The grants must comply with Indiana Code 5-2-11; County Drug Free Community Fund. This includes meeting the definitions for Criminal Justice, Intervention and Prevention as defined in the statute:

IC 5-2-11-0.5

"Criminal justice services and activities" defined

Sec. 0.5. As used in this chapter, "criminal justice services and activities" means programs that assist:

- (1) law enforcement agencies;
- (2) courts;
- (3) correctional facilities;
- (4) programs that offer probation services; and
- (5) community corrections programs;

with individuals who have alcohol or drug addictions and who are suspected of having committed a felony or misdemeanor, have been charged with a felony or misdemeanor, or have been convicted of a felony or misdemeanor.

IC 5-2-11-1.3

"Intervention" defined

Sec. 1.3. As used in this chapter, "intervention" means:

- (1) activities performed to identify persons in need of addiction treatment services; and
- (2) referring persons to or enrolling persons in addiction treatment programs.

IC 5-2-11-1.8

"Prevention" defined

Sec. 1.8. As used in this chapter, "prevention" means the anticipatory process that prepares and supports an individual and programs with the creation and reinforcement of healthy behaviors and lifestyles.

IC 5-2-11-1.9

"Prevention initiative" defined

Sec. 1.9. As used in this chapter, "prevention initiative" means a program that is designed to decrease alcohol or drug use.

The awarding of grants must also comply with the following statutory requirements:

IC 5-2-11-5

"Commission" defined; allocation of funds; approval of plan by commission

Sec. 5. (a) As used in this section, "commission" means the commission for a drug free Indiana established by IC 5-2-6-16.

(b) Subject to subsections (c) and (d), a county fiscal body shall annually appropriate from the fund amounts allocated by the county legislative body for the use of persons, organizations, agencies, and political subdivisions to ***carry out recommended actions contained in a comprehensive drug free communities plan submitted by the local coordinating council and approved by the commission as follows:*** (Emphasis added).

(1) For persons, organizations, agencies, and political subdivisions to provide prevention and education services, at least twenty-five percent (25%) of the money in the fund.

(2) For persons, organizations, agencies, and political subdivisions to provide intervention and treatment services, at least twenty-five percent (25%) of the money in the fund.

(3) For persons, organizations, agencies, and political subdivisions to provide criminal justice services and activities, at least twenty-five percent (25%) of the money in the fund.

(4) A county fiscal body shall allocate the remaining twenty-five percent (25%) of the money in the fund to persons, organizations, agencies, and political subdivisions to provide services and activities under subdivisions (1) through (3) based on the comprehensive drug free communities plan submitted by the local coordinating council and approved by the commission.

(c) In the comprehensive drug free communities plan, the local coordinating council shall determine the amount of funds the county fiscal body shall appropriate to implement the objectives approved in the comprehensive drug free communities plan.

Instructions for Completing the Document

1. Amount deposited into the drug free communities fund during the most recent, *complete calendar year*, as reported by the county auditor.
 - Identify any dollars in the County Drug Free Community Fund that have rolled over from previous years.
 - Add these two amounts which determine the amount available for programs and administrative costs for the upcoming grant cycle. *Please note; I.C. 5-2-11 states the 25% minimum distribution is based on the money in the fund, not the amount determined by the LCC for allocation.*
 - Indicate the amount the LCC has approved for administrative costs. This amount *cannot exceed* 25% of the total provided in line three.
2. Fund allocation by category
 - Include the applicant's name and a brief description of the program.
 - The description must include what was purchased or provided with the funds; i.e., Handbooks for Life Skills program for 30 students.
 - Provide the amount requested by the grantee and the amount the LCC decided to grant.
 - Include the totals for each of the three areas; Prevention, Treatment and Criminal Justice Services.
3. List the percentage of dollars approved by the LCC for the grant cycle as well as the dollar amount for each category. Then list the percentage and amount of dollars the LCC intends to *award*. These amounts are often different, as the LCC may determine they are unable to award all the grant applicants or not receiving enough grant applicants, thereby allocating less than originally approved by the LCC.
 - In the table, provide the percentage of dollars approved and percentage of dollars awarded in each category. Additionally provide the actual dollars approved along with the actual dollars awarded in the requested columns per category.
4. Describe the grant process and requirements for the grantees.

5. Provide a separate category for administrative expenses. This should include all expenses incurred to administer the funds for prevention, treatment and criminal justices services as defined by statute in IC 5-2-11.
6. Provide amount of any unused dollars and explanation.
7. If the LCC does not award the statutorily required 25% in the areas of Prevention, Treatment and Criminal Justice Services, please provide a detailed explanation.

Upon completion of the “Local Drug Free Communities Fund Information,” electronically submit the document to the Substance Abuse Services Division. Staff will review the document within five, (5) business days and respond to the LCC. In the event division staff requires additional information, the LCC will be contacted. Once the “Local Drug Free Communities Fund Information,” form is approved; the LCC may award their grants.

The “approved” “Local Drug Free Communities Fund Information,” will not need to be re-submitted with the Comprehensive Community Plan.